UNITED NATIONS

ST

Secretariat

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3 December 1993

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: OFFICIAL HOLIDAYS AND CLOSURE OF HEADQUARTERS BUILDINGS TO THE PUBLIC

1. In accordance with staff rule 101.3 (a), the official holiday for Christmas Day 1993 will be Friday, 24 December. For New Year's Day, it will be Friday, 31 December 1993. Pursuant to the same rule, the Secretary-General has designated Monday, 27 December 1993, as the ninth official holiday at Headquarters for 1993. Supervisors are requested to show flexibility, to the extent possible, in approving annual leave between 28 and 30 December 1993.

2. The United Nations Headquarters buildings will be closed to the public and guided tours will be suspended on 24, 27 and 31 December 1993. In addition, guided tours will be suspended on weekends and holidays during the months of December 1993 and January and February 1994.

3. As in previous years, staff members wishing to hold parties for Christmas may do so, subject to advance approval by the Office of General Services. Parties will be authorized for 21, 22 and 23 December (Tuesday to Thursday) and may not extend beyond 11 p.m. In the event that there are meetings being held on those days, parties that are to take place in areas adjacent to conference rooms may not commence before 6 p.m. Music will be permitted once the meetings have adjourned. Small departments or offices may wish to hold joint parties in order to ease the demand for suitable areas.

4. Requests for approval to hold parties should be submitted to the Director, Office of General Services, room S-2135C, not later than 10 December 1993, indicating:

(a) The department, office or organization holding the party;

(b) The date and hour of the party;

(c) The proposed location of the party;

(d) The approximate number of persons expected to attend as well as a guest list of those persons invited who are not holders of valid United Nations identification cards;

(e) The name of the senior official designated to assume full responsibility for the party;

(f) The type of party and facilities required.

5. Once approval has been granted, if services for movers, electricians, audio technicians, etc. are required, they will be provided subject to availability. Organizers will be charged the following rates as these services are performed by outside contractors:

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(a) Provision of dance floor/raised platform	100
(b) Electricians	60 a/
(c) Audio technicians	65 a/

6. Upon approval from the Office of General Services:

(a) Requests for the above services should be made to the Chief, Buildings Management Service, room S-2170A, extension 3.2214, with a copy to the Chief, Commercial Activities Service, room A-6104;

(b) Requests for catering services for parties should be addressed to Restaurant Associates, extension 3.7098 or 3.7099.

7. Guests will be admitted only if accompanied by a staff member or holder of a valid United Nations identification card. Guests must be met at the visitors' entrance, or at the Secretariat gate located on 43rd Street if entering after 5.45 p.m.

8. Staff members are reminded that inflammable decorations may not be used in the Headquarters buildings and that safety rules covering room exits and room capacity must be observed.

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a/ Per work-hour.